

**CALIFORNIA TRANSPORTATION COMMISSION
DUTY STATEMENT**

CLASSIFICATION TITLE Administrative Assistant I	DISTRICT/DIVISION/OFFICE California Transportation Commission	
WORKING TITLE Administrative Assistant	POSITION NUMBER 696-004-5361-XXX	EFFECTIVE

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs, and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

All duties are performed in accordance with State and Commission policies and procedures.

GENERAL STATEMENT: Under the direction of the Executive Director, the incumbent performs a variety of administrative tasks. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

- | | |
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| 30% E | <p>In order to provide administrative support to the Executive Director the incumbent:</p> <ul style="list-style-type: none">• Ensures the Executive Director's scheduling priorities are appropriately reflected in his/her calendar.• Schedules meetings at the direction of the Executive Director and/or Commission staff. When scheduling meetings, reviews subject matter, coordinates schedules with attendees or attendee assistants to ensure appropriate representatives are in attendance, and ensures accuracy of meeting invitations and meeting materials.• Prepares and types correspondence, memoranda, reports, and/or briefing material needed for meetings.• Provides the Executive Director and Chief Deputy Director with an itinerary of the day's activities and scheduled meetings.• Monitors and updates weekly status meetings to provide itineraries for upcoming weeks and identify conflicts pertaining to the Executive Director's schedule. |
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¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

- Maintains communication so that the Executive Director and Chief Deputy Director is notified of all changes to the schedule and has all documents and briefing memos prior to meetings.
 - Briefs the Executive Director and Chief Deputy Director on actions taken during his/her absence.
 - Prepares, finalizes, distributes and maintains electronic and hardcopy official Commission correspondence.
- 20% E In order to make administrative decisions consistent with the Commissions policies, the incumbent:
- Analyzes incoming correspondence and reports from the legislature, media, and public to determine priority and significance.
 - Responds to inquiries regarding policy-related questions.
 - Directs all technical policy-related questions to appropriate staff.
 - Reviews and analyzes all Commission letters and memos for consistency in formatting and consistency with Commission policy.
 - Performs technical editing of Commission correspondence, including the Annual Report to the Legislature.
- 20% E In order to ensure travel arrangements and claims are in accordance with the State Administrative Manual policies and procedures, the incumbent:
- Prepares travel arrangements for the Executive Director and Commission staff, including out-of-country travel.
 - Prepares Executive Director's and Commission staff's travel itineraries and travel expense claims.
 - Provides support to Commissioners and Commissioner's assistants pertaining to administrative matters.
- 15% E In order to ensure critical deadlines are met and confidential material is secure the incumbent:
- Maintains and types a log of mail or items for action for the Executive Director, distributes referrals/assignments to proper staff.
 - Assigns to appropriate staff member for reply, if necessary.
 - Tracks, monitors and evaluates the progress and completion of assignments to ensure that all deadlines are met.
 - Maintains confidential and administrative files.
 - Summarizes and prepares timely and comprehensive weekly reports of Commission, Executive Director and Commission staff activities, as required.
- 15% E Serves as the initial contact person for the Commission in order to assist internal and external employees and clients by:
- Answers a multi-line telephone system; Receives and screens incoming telephone calls and greets visitors (including local partners, officials from other governmental entities, the California State Transportation Agency staff, and the Governor's Office).
 - Directs all technical policy-related questions to appropriate staff.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management; office management principles, methods, and procedures; administrative survey techniques and skill in their application; statistical and research methods.

Ability to: Think clearly and quickly and analyze and solve problems of organization and management; supervise the staff of an administrative office; establish and maintain cooperative working relationships; carry out assignments without detailed instructions; speak and write effectively.

DESIRABLE QUALIFICATIONS

Demonstrated capacity for a reasonable understanding of Commission activities, for assuming increasing responsibility, originality, open-mindedness, and tact.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

WORK ENVIRONMENT, PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

- Professional office environment, business dress, according to current policy.
- Ability to work well under pressure; handle changing and competing priorities and deadlines.
- Work in a team environment.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name _____

Signature
Date

Date _____